

California Housing Finance Agency

Job Opportunity

Office Assistant (Typing) Vacancy #261

Salary Range	\$2143-2826
Final File Date	Open Until Filled
Division	Fiscal Services, Loan Servicing Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #261, OFFICE ASSISTANT (TYPING).</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the general supervision of the Loan Servicing Manager, the Office Assistant (Typing) performs the following duties:</p> <p><u>Essential Functions:</u></p> <p>50% Prepares payoff statements and verifies and updates information over the phone to title companies, escrow companies, lending institutions and borrowers.</p> <p>20% Look up loan numbers on the LPS System and identify correspondence, documents, hazard insurance premium notices, etc., with the correct loan number.</p> <p>15% Serve as the back up to Customer Service counter in Loan Servicing.</p> <p>5% Prepare collection financial packages and make copies of all inserts needed for collection letters.</p> <p>5% Upon request, send out copies of loan documents, customer activity statements, year-end statements, etc.</p> <p><u>Marginal Functions:</u></p> <p>5% Take training, attend staff meetings, handle special projects, and perform other duties as required.</p>
2/5/2009	